

Dear Parent(s),

We have received your request for an application. The following list outlines the application guidelines and KCP policies.

WHAT IS KIDS CAN PLAY?

- Kids Can Play of Cambridge is a community based completely volunteer charity
- We offer to pay the enrollment fee of any art, sport or music activity in the local area for families living at or below the poverty line as determined by your income, family size and the Canadian Government guideline
- You choose the activity for your children
- You contact the activity provider to determine the time, cost and availability of the lessons then apply to KCP prior to the start of the lessons
- We do not 'sponsor' any one program we will support any sport, art or music lesson provider
- Our portion of the enrolment fee goes directly to the activity provider on behalf of your family
- Funding is raised privately in Cambridge as well as through the local United Way, City of Cambridge and the Cambridge and North Dumfries Foundation
- **We offer up to \$500 for 1 activity enrolment fee every 6 months**

WHO IS ELIGIBLE FOR SUPPORT?

- Funding is offered to children 16 years and younger (0-16).
- Your child must live in or be enrolled in a Cambridge area school.
- Families that can prove their income is at or below the government established poverty line.
- Grants are offered to pay **house league enrollment fees only**. We cannot provide funds to pay for equipment, competitive fees or an insurance fee charged by the activity provider

WHEN DO I APPLY?

- You should apply to KCP prior to the start of the activity and as early as possible.
- **KCP offers support once every 6 months so a child can attend up to 2 activities a year or one all year**
- If an activity runs past the 6-month date, you are required to re-apply for funding. Early submission helps your children continue the activity without interruption.

WHEN DO WE ENROLL FOR THE ACTIVITY?

- We suggest that you do not enroll your child and/or pay the fee to the organization before you have heard from KCP. We are not able to offer grants to families directly...grants must go to the activity provider.
- You may choose to inform the organization that you would like to enroll your child and that you have been in contact with KCP for support.
- Once you receive an acceptance letter from KCP you must pay your portion directly to the activity provider prior to the start of your activity
- **Since support from KCP is not guaranteed, if the organization enrolls your child in an activity before your application has been accepted you or the organization may be responsible for the fee.**
- Late applications may be pro-rated

HOW DO I KNOW IF OUR APPLICATION WAS ACCEPTED?

- A letter is sent to both you & the provider explaining the status of your application **by email if provided – please look for our email if you provide one on your application – otherwise you will be called.**
- The provider will be emailed our Letter of Acceptance the same day you are notified.
- Please check with the organization at this time to ensure that your enrollment is complete and that your account is paid in full.
- **If you have not heard from KCP within 72 hours of your fax/ email or 2 weeks of mailing your application, please call us as it did not arrive!**

HOW DO I APPLY?

- **Please be sure to READ & complete both Page 1 & 2 of our application and include Proof of Income**
- **Send a copy of your Canadian Child Tax Benefit Notice (CCTB) from your tax return along with supporting documentation ...Pay stub, Social Assistance, Disability, Ontario Works Program or Employment insurance (EI) so address, marital status, family size, income and CCTB monthly payment can be verified.**
- If you have any questions, please call for assistance and leave a detailed message(519-651-2847) or email kcpcambridge@yahoo.com
 - **Send your application by 1) FAX 519-651-2847 OR 2) Scan proof of income and email application to kcpcambridge@yahoo.com OR 3) MAIL Kids Can Play PO Box #23012Cambridge, Ontario N1S 4Z6**
- Applications can be received by :
 - Visiting our website www.kidscanplay.ca email kcpcambridge@yahoo.com or calling us at 519-651-2847

Kids Can Play

Association of Cambridge

PO Box 23012 (Westgate Mall)
Cambridge, Ontario. N1S 4Z6 Phone & fax: 519-651-2847
email: kpcambridge@yahoo.com

FOR OFFICE USE ONLY 2-2-16

Date Received: _____

Number: _____

APPLICATION FORM

To be completed by parent or guardian emailed, faxed or mailed back.

Please fill out this page for every child requiring assistance. If you need help filling out the application please call 651-2847

Name of Child: _____ Birth date: _____

Street Address _____ Phone (required): _____

City: _____ Postal Code: _____

Name of parent(s): _____

EMAIL (used to confirm grant only) (required): _____

Kids Can Play sends its payment directly to the service provider.

Every detail of the following information about the organization **must be completed** before we can process your application. **Contact provider to learn these details.**

Activity _____ Class Name: _____

Full name of organization: _____

Street Address: _____ Postal Code: _____

Contact Person: _____ Phone #: _____

Start date of activity: _____ Completion date of activity: _____

Kids Can Play can only pay for programs that are 6 months or less.

If start and completion date are longer than 6 months you can re-apply in 4 months for support for the full length of the program

Total Cost of Activity

Your Share of Cost if possible

Other Charitable support

(i.e: 10% or the insurance fee)

(i.e: Jumpstart, KidSport, Neighbourhood Assoc.)

\$ _____

\$ _____

\$ _____

It is important the money we have is well spent. The grants we offer come from donations from local citizens NOT the government. Please make sure your child attends the activity we have funded. If your child withdraws from this activity, please notify Kids Can Play immediately.

Have you pre-registered for the activity? _____ Have much have you paid to hold a place? \$ _____

PLEASE READ THE FOLLOWING AND SIGN BELOW

I could not afford to have my child join the above activity without help from the Kids Can Play Association of Cambridge (KCP). The information I have given on this form is true. I permit the KCP Association of Cambridge to check this information. **I understand that the KCP provides grants as the result of donations from private citizens in Cambridge on behalf of my children.** As the parent or guardian of the child named above, I assume all risk involved in the activity in which the child participates. I have taken all steps to make sure that the activity in which my child participates is safe and suitable. I release KCP Association of Cambridge, its agents and/or employees from any liability for personal injury and property loss or damage that occurs while taking part in or travelling to or from the funded activity. **I understand that I have not been approved for funding until I receive written approval. I understand my privacy and all information contained herein will be protected.**

Dated this _____ Day of _____
Day month year

Parent or guardian sign here

HOUSEHOLD MONTHLY INCOME

(If you are applying for more than one child, fill this section out ONCE only)

How many people live in the household? ____ How many working adults contribute to the family income ____?

Adults: _____ Children : _____

TOTAL MONTHLY HOUSEHOLD INCOME (AFTER TAX) from all contributing adults in the household

Wages from employment.....(document required)..... \$ _____
Canadian Child Tax Benefit (CCTB).....(document required)..... \$ _____
Social Assistance (Ontario Works).....(document required)..... \$ _____
Universal Child Care..... \$ _____
Disability(document required) \$ _____
Support payments..... \$ _____
Employment Insurance.....(document required)..... \$ _____
TOTAL Monthly Income \$ _____

APPLICANTS ARE REQUIRED TO SEND PROOF OF INCOME....

A COPY OF PAGE 1 OF YOUR CCTB NOTICE MUST BE PROVIDED

TO VERIFY ADDRESS, MARTIAL STATUS, FAMILY SIZE, GROSS INCOME AND CCTB ENTITLMENT

**APPLICATIONS CANNOT BE PROCESSED
UNTIL CCTB NOTICE IS RECEIVED.**

If your family income is lower, since your CCTB notice was produced, you must send the CCTB notice along with Pay Stubs and/or Employment Insurance, Disability Notice, Social Assistance Notices to prove the change in income (send the documents pertaining to your family).

Please attach any extra information on a separate sheet of paper if you feel it will help us to better understand your needs.

For a reply within 3 days return this application BY:

- 1) **FAX** 519-651-2847 OR
- 2) **SCAN** Proof of Income or **photograph & EMAIL** to:
kcpcambridge@yahoo.com

OFFICE USE ONLY
KCP _____
P/G _____
Total _____

For a reply within 12 days Mail app and proof of income to:

KIDS CAN PLAY
PO BOX 23012 (WESTGATE MALL)
CAMBRIDGE ON, N1S 4Z6